



Planning & Building Department
Planning Division – Development Processing
276 Fourth Avenue, Chula Vista, CA 91910
(619) 691-5101

LARGE FAMILY HOME DAY CARE PERMIT GUIDELINES

Residents wishing to operate a Large Family Home Day Care within the City of Chula Vista are required to obtain the following permits and licenses from the City of Chula Vista. These permits are separate from and in addition to any requirements that the State and/or County may have.

- | | |
|-------------------------------|--------------------------------|
| • Fire Safety Inspection | Fire Department |
| • Business License | Planning & Building Department |
| • Large Family Daycare Permit | Planning & Building Department |

All approvals must be obtained before the start of business and all may be processed concurrently with the Family Child Care License from the State Community Care Licensing Division. (SAN DIEGO DISTRICT-RESIDENTIAL 7575 Metropolitan Drive, Suite 110, San Diego, CA 92108 tel:(619) 767-2200)

FIRE INSPECTION

The Fire Department will conduct an inspection to ensure you have the required fire safety measures, including exits, extinguishers and smoke detectors. Contact the Fire Department at (619) 691-5055 for their requirements and to schedule an inspection.

BUSINESS LICENSE

All businesses within the City of Chula Vista are required to obtain a business license. Contact the Building Department Business License Section (619) 691-5007 extensions 3126 or 3124 for information and the required application form.

LARGE FAMILY DAYCARE PERMIT

The City of Chula Vista requires this permit for all homes providing care for 9 to 14 children. An Application Form, Site Plan of the house and property, and Filing Fee are required. The review is conducted by the Planning Department and is subject to Section 19.58.147 of the City's Municipal Code as listed below:

CV 19.58.147 Family Daycare homes, Large

A large family daycare home shall be allowed in the R-E and R-1 zones, and within the single-family zone designations of the Planned Communities, upon the issuance of a large family daycare permit by the zoning administrator and in compliance with the following standards:

- A. Notice shall be given to properties within 300 feet of the proposed large family daycare home at least ten days prior to consideration for the permit.
- B. The permit shall be considered without public hearing unless the applicant or other affected party requests a hearing by the hearing deadline date. The applicant or other affected party may appeal the zoning administrator's decision to the planning commission.
- C. The family daycare function shall be incidental to the residential use of the property.

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- D. A large family daycare home shall not locate within:
 - a) Three hundred feet of another such facility with said measurement being defined as the shortest distance between the property lines of any such facilities; and
 - b) Twelve hundred feet of another such facility along the same street with said measurements being defined as the shortest distance between front property lines, as measured along the same street, of any such facilities.
- E. The owner must provide a double-wide driveway which shall be paved to meet City Standards and be a minimum of 16 feet wide and 19 feet in depth as measured from the edge of sidewalk to any vertical obstruction. The driveway shall be available during all hours of operation for the loading and unloading of children. If a garage exists on-site, it must be utilized for parking of personal vehicle(s). In the event that less than a two-car garage exists on-site, the owner must designate an area on-site other than on the driveway so that a total of two personal vehicles can be parked on-site, including the garage.
- F. If in the opinion of the Zoning administrator there is a potential for significant traffic problems, the Zoning administrator shall request review of the application by the city traffic engineer. The city traffic engineer may impose accessory requirements of the daycare permit in these instances to insure maintenance of traffic safety levels within the vicinity of the home.
- G. Adequate outdoor play space shall be required and determined on a case by case basis. Outdoor play activity shall not be allowed in the front or exterior side yard of the home.
- H. Play areas shall be designed and located to reduce the impact of noise on surrounding properties.
- I. A business license will be obtained concurrently with the use permit.
- J. At the City's discretion, an annual review of the permit may be done to determine compliance with State and City requirements and the permit's conditions of approval.

APPLICATION REQUIREMENTS

- 1. Large Family Home Day Care Permit Application Form – *7 copies*
- 2. Appendix "B": Disclosure Statement Form(Page 4) – *7 copies*
- 3. Site Plan, Floor Plans (see Page 3), and Vicinity Map – *7 copies*
- 4. Site Photographs showing the loading and unloading area, parking and outdoor play area
- 5. Filing Fee of \$150

PROCESS

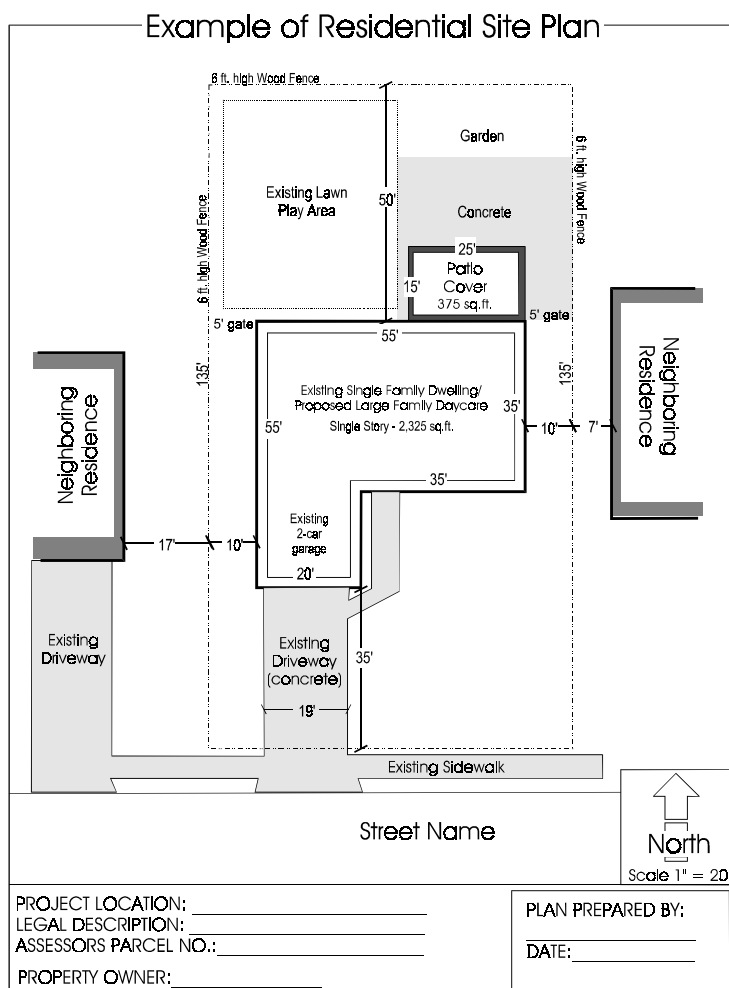
The Zoning Administrator reviews large Family Daycare Permits. The process includes, but is not limited to, review for adequate parking, drop-off and pick-up areas, play space and to ensure the location meets the minimum distance requirement from any existing large family daycare homes. A notice is mailed to all property owners within 300 feet of the proposed location indicating that the City has received a permit application. Typically, unless an interested party or the applicant requests a public hearing in writing, the review process takes 2-3 weeks. If a public hearing is requested, then a meeting with the Zoning Administrator is scheduled where public testimony from all interested parties is heard. The Zoning Administrator will make a decision within 5 days of the hearing. The decision is final unless appealed in writing to the Planning Commission. Appeal requests must be filed with the Planning Department and must include a \$100 deposit to cover the City's processing costs.

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SITE PLAN CONTENTS

A site plan of the property, residence and adjacent residences and/or structures is required as part of the application. The site plan must include:

1. Project Location
2. Assessor's Parcel Number (available from the Planning Department)
3. Name of Person or Firm who prepared plans and date of preparation
4. Boundaries of subject property, with dimensions
5. Existing and proposed buildings and structures on property, with dimensions
6. Existing structures on adjacent lots within 30 feet of the property line
7. Fully dimension the play area and identify all play equipment
8. Identify all existing or proposed slopes on the property
9. Identify existing and proposed walls, fences, etc., indicating height and materials
10. Identify driveway, curb and sidewalk location and show dimensions
11. Identify street name and width
12. Identify loading and unloading area and show dimensions
13. Location of all existing trees or manmade features i.e., swimming pools, spas, which are to remain or to be removed
14. Scale no less than 1"=30'
15. North arrow



Appendix B - City of Chula Vista Disclosure Statement

Pursuant to Council Policy 101-01, prior to any action upon matters that will require discretionary action by the Council, Planning Commission and all other official bodies of the City, a statement of disclosure of certain ownership or financial interests, payments, or campaign contributions for a City of Chula Vista election must be filed. The following information must be disclosed:

1. List the names of all persons having a financial interest in the property that is the subject of the application or the contract, e.g., owner, applicant, contractor, subcontractor, material supplier.

_____	_____
_____	_____
_____	_____

2. If any person* identified pursuant to (1) above is a corporation or partnership, list the names of all individuals with a \$2000 investment in the business (corporation/partnership) entity.

_____	_____
_____	_____
_____	_____

3. If any person* identified pursuant to (1) above is a non-profit organization or trust, list the names of any person serving as director of the non-profit organization or as trustee or beneficiary or trustor of the trust.

_____	_____
_____	_____
_____	_____

4. Please identify every person, including any agents, employees, consultants, or independent contractors you have assigned to represent you before the City in this matter.

_____	_____
_____	_____
_____	_____

5. Has any person* associated with this contract had any financial dealings with an official** of the City of Chula Vista as it relates to this contract within the past 12 months. Yes_____ No_____

_____	_____
_____	_____
_____	_____

If Yes, briefly describe the nature of the financial interest the official** may have in this contract.

6. Have you made a contribution of more than \$250 within the past twelve (12) months to a current member of the Chula Vista City Council? No ___ Yes ___ If yes, which Council member?

7. Have you provided more than \$340 (or an item of equivalent value) to an official** of the City of Chula Vista in the past twelve (12) months? (This includes being a source of income, money to retire a legal debt, gift, loan, etc.) Yes ___ No ___

If Yes, which official** and what was the nature of item provided?

Date: _____

Signature of Contractor/Applicant

Print or type name of Contractor/Applicant

* Person is defined as: any individual, firm, co-partnership, joint venture, association, social club, fraternal organization, corporation, estate, trust, receiver, syndicate, any other county, city, municipality, district, or other political subdivision, -or any other group or combination acting as a unit.

** Official includes, but is not limited to: Mayor, Council member, Planning Commissioner, Member of a board, commission, or committee of the City, employee, or staff members.